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Specifications
for the Classes:

AUTOMOTIVE MECHANIC I and II

DISTINGUISHING CHARACTERISTICS

AUTOMOTIVE MECHANIC I: Independently performs journey level mechanical repair work on gasoline and diesel powered motor vehicles and other motorized equipment. Performs major and minor mechanical repair work, including complete overhaul. May supervise Automotive Mechanic Helpers, and may serve as lead worker over other Automotive Mechanic I's when engaged in large overhaul jobs requiring more than one Automotive Mechanic.

AUTOMOTIVE MECHANIC II: Supervises and participates in journey level automotive repair work.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position.)*

Repairs broken, worn and otherwise damaged mechanical and electrical parts of motorized equipment in trucks, automobiles, bulldozers, motor graders, cranes or rollers and makes the necessary adjustments to keep such equipment in a satisfactory working condition; replaces broken, worn and defective parts such as gears, shafts and bearings; makes adjustments to correct faults such as imperfectly operating tie rods and steering gear or poor wheel alignment; makes adjustments to such parts as motor, brakes and ignition system; disassembles parts of the vehicles such as the motor, transmission, differential, transmission and running gear, removing each individual piece and examining it carefully for wear, breaks and otherwise undesirable characteristics; clean each part with gasoline to expose breaks or worn places; replaces worn or broken parts and reassembles the pieces in their respective places, tightening lock nuts, sets screws, bolts and nuts securely and evenly; checks moving parts and makes necessary adjustments to assure that alignments and clearances are proper; adjusts and sets timing mechanism; occasionally makes wheel or track repairs to motorized equipment such as bulldozers, motor graders, cranes and tractors; occasionally repairs dented fenders and truck bodies and patching where necessary; instructs a group of automotive mechanic helpers or wards or inmates as part of an organized apprenticeship program and teaches them the techniques of the trade; periodically checks on work progress and makes reports for

appropriate supervisor; leads a group of automotive mechanics when performing large repair jobs requiring use of more than one automotive mechanic.

In addition to performing the duties described above, positions in the class Automotive Mechanic II plan, organize, lay out, assign, review and evaluate the work of several Automotive Mechanic I positions; keep records of material and labor costs; and keep proper inventory levels of supplies and material.

MINIMUM QUALIFICATION REQUIREMENTS

Experience and Training

AUTOMOTIVE MECHANIC I - Four (4) years of work experience which involved the performance of automotive repair work under a journey level automotive mechanic, or successful completion of a four-year apprenticeship program for automotive mechanics in motor vehicle repair work under a journey level automotive mechanic, or any equivalent combination of training and experience.

AUTOMOTIVE MECHANIC II - Two (2) years of journey level automotive repair work experience which involved the independent performance of the full range of mechanical and electrical maintenance, troubleshooting and repair work on motor vehicles.

In addition, applicants for Automotive Mechanic II must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

License Required

Applicants must possess a valid license to drive a motor vehicle in the State of Hawaii.

Knowledge and Abilities Required

Knowledge of: Practices, tools, materials and equipment used in the automotive mechanic trade; shop practices and methods; occupational hazards and safety measures

applicable to the trade; principles of internal combustion engines and automotive parts and adjustment of specific types and makes of motor vehicles, motorized equipment and accessories.

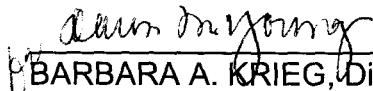
Ability to: Operate motor vehicles and motorized equipment; estimate material, parts, and labor necessary to perform an overhaul job; operate the various machines and equipment used in adjusting, maintaining and repairing motor vehicles and motorized equipment; locate and adjust mechanical defects and make necessary repairs to motor vehicles and motorized equipment; do welding, simple sheet metal work and metal fabrication; make working sketches and drawings; give and receive both oral and written instructions. In addition, for Automotive Mechanic II, ability to plan, lay out, assign, review and evaluate the work of skilled automotive mechanics; keep records and prepare reports.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes AUTOMOTIVE MECHANIC I and II which were approved on February 5, 1963.

DATE APPROVED: 12/10/12



BARBARA A. KRIEG, Director
Department of Human Resources Development